

INTEGRATED FUNTIONAL APPRAISAL (IFA)

Directorate's Organizational Units August 10, 2001

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Executive Summary

The Environment, Health and Safety Division (EH&S) conducted an Integrated Functional Appraisal (IFA) of the Directorate Organizational Units (Directorate) during July and August, 2001. The Appraisal process involved safety walkthrough of spaces occupied by the Directorate's organizational units (primarily through ongoing participation in self-assessment inspections), review of Supervisor Accident Analysis Reports (SAARs) and trends, and discussions with managers and employees. Participants in the IFA included technical specialists from the EH&S (Electrical Safety Engineer, Industrial Hygienist, Healthcare Professional/RN, and Ergonomist), Department of Energy Berkeley Site Office (DOE-BSO) observer, Directorate/Ops Safety (ESH) Coordinator, Office of Assessment and Assurance (OAA) observer, and the responsible host division's ESH Coordinator, ASD Line Manager, ASD Safety Representative and HR Center manager.

The IFA helped to validate that ES&H hazards are effectively being identified and controlled within the Directorate. Continuous improvement safety initiatives were undertaken, self-assessment performance consistently met expectations, and hazards reasonably managed. Opportunities for strengthening worker safety were also identified. Overall, commitment to and management of safety across the Directorate's organizational units continues to be very effective:

- Top management commitment is visible and communicated
- Constructive progress is being made to integrate safety into work activities in a comprehensive manner
- Annual Self-Assessment program has been consistently meeting virtually all performance expectations
- Resources have been committed to support the ESH function by hiring a fulltime safety coordinator, as well as equipping offices with ergonomic furniture and accessories
- ISM Plan is reviewed annually by management, and an effort was undertaken that resulted in the development of a tailored ASD safety plan (largest unit in the Directorate)
- Triennial (Directorate/Ops) to biennial (ASD) cycle has been established for completing ergonomic evaluations for all employees
- Customized training initiatives were developed (ASD Tutorials) to enhance office safety and ergonomics awareness.
- Although there has been an uptick in the frequency of recordable employee injuries and illnesses, there have not been any cases resulting in lost time or restricted/modified work

Opportunities for Continuous Improvement

 Manager and supervisor training in ergonomics awareness and EH&S essentials (SAAR investigations, Office Safety, ISM Roles and Responsibilities, etc.) would help strengthen understanding and implementation of safety.

- □ Launching a pilot "Office Behavior-based Accident Prevention (OBAP) program and wellness initiatives would position its safety in a prevention mode. Such proactive efforts would help reinforce consistent safe work practices, especially office ergonomics, and improve the quality of work life.
- □ Electronic recording and tracking of hazard data via Laboratory Corrective Action Tracking System (LCATS) and Hazard, Equipment, Authorization and Review (HEAR) databases would help to maintain a current inventory of hazards and efficacy in management of hazard mitigation.

Technical Report

1.0 Introduction: IFA Scope and Objectives

The Integrated Functional Appraisal (IFA) is a key component of Berkeley Lab's Integrated Safety Management (ISM) system. It is part of Core Function #5 (Continuous Improvement) of the ISM concept and forms one of the three tiers of the Laboratory's Self-Assessment Program. The role of the IFA is to provide a technical "occupational safety and health" review of the Directorate to assure workplace safety programs are providing adequate protection, as well as identify opportunities for continuous improvement. The objective of each triennial IFA is to evaluate the ongoing effectiveness of Divisions' Integrated Safety Management Programs. The EH&S Division is charged with the responsibility to coordinate and perform the IFA. The last IFA conducted for the Directorate's Organizational Units occurred in 1998.

2.0 IFA Process and Procedures

Guidance for this round of IFAs involved directing the appraisals toward work conducted under or in association with Formal Work and/or Facility Authorizations (e.g., AHDs, RWAs, RWPs, SSAs, SWAAs, PHAs, SADs/FSADs, Discharge permits (sewer, air, etc.), and NEPA/CEQA documents). Since the Directorate's organizational units do not operate under this formal authorization system, a risk-based approach was utilized to identify candidate office areas for appraisal. Selection of venues for the IFA relied upon the review of the following documentation and data:

- Scope of work performed by the various organizational units under the Directorate:
 - Laboratory Directorate
 - Operations Office
 - Administrative Services Department (ASD)
 - Office of Planning and Communications (including Public Information and Center for Science and Engineering Education [CSEE], and Planning and Analysis Office)
 - Laboratory Counsel (including Patent Department)
 - Internal Audit Services and Assessment
 - Government and Community Relations Office
 - Financial Services Department
 - Human Resources Department
 - Workforce Diversity Office
- Supervisor Accident Analysis Reports of injuries and illnesses sustained by employees working in the Directorate's Organizational Units
- Self Assessment Report findings
- □ 1998 IFA Report
- Hazard information from the Integrated Hazards Assessment (IHA) database (superceded by the Hazard, Equipment, Authorization and Review [HEAR] database system)

Ergonomic Evaluation Reports

Spaces directly assigned to, and occupied by, the Directorate's various organizational units are routinely inspected as part of the Self-Assessment Program. These management walk-arounds routinely include the EH&S Division Liaison and satisfies the IFA field appraisals needs.

The respective host division's safety coordinator and self-assessment program independently handle ES&H issues for ASD-matrixed and HR Center employee. The Directorate's ESH Coordinator and the EHS Liaison do not routinely participate in the host's self-assessment activities. A walk through of 63% of all space occupied by matrixed employees occurred as part of this IFA process. (See attached Appendix listing locations and appraisal dates of matrixed staff). The responsible line manager for supervising matrixed staff from the Directorate's organizational units is:

Directorate Organizational Unit	Line Manager	Locations
Human Resources Center – General Sciences & Lab Directorate	Colette Gooch	50- 4037C, 4037D, 4037K, 4037J, & 4037G
Human Resources Center – Life Sciences, Physical Biosciences & Genomics	Nancy Talcott	941- 0106, 0111, 0112, 0115, 0113, 0114, 0116 PGF/100- 0107
Human Resources Center – ALS, EH&S, EETD, & Earth Sciences	Sherri Harding	90- 1121A, 1121B, 1125, 1127, 1131
Human Resources Center – Chemical Sciences & Materials Sciences	Ann Lawhead	66- 0223, 0242 & 0243
Human Resources Center – Computing Sciences	Chris Diesch	50B- 3217, 3218, 4215 &4236
Human Resources Center – OPS, ASD, CFO, HR, Engineering & Facilities	Karen Ramorino	937- 0506 & 0508, 46A- 1120 & 1132, 46- 204, 69- 0227 & 0229
Administrative Services Department – Physical Biosciences	Mary DiFranco	1, 3, 74, 84, 100, 400, 941
Administrative Services Department – Computing Sciences	Cheri Lawrence	50-Complex, 51, 937 & Oakland Center
Administrative Services Department – General Sciences	John Freeman	50 Complex, 71, & 88
Administrative Services Department – Energy Sciences	Nancy Padgett	90-Complex, 70Am 62 & 66
Administrative Services Department – Environment, Health & Safety	Carla Garbis	90-Complex, 26, 48, 51, 75B, & 85B

Another justification and rationale to focus the IFA field walk arounds that centered on matrixed employee work areas was supported by the review of employee work-related injuries and illnesses. Results from the analysis of worker injuries and illnesses occurring from July 1998 through June 2001 within the Directorate reflect the following distribution:

Directorate's Organizational Units	7/01/1998 – 6/30/1999	70/1/1999 – 6/30/2000	7/01/2000 – 6/30/2001
Directorate:			
First Aid Cases	3 (5.3%)	2 (3.4%)	4 (9.3%)
Recordable Cases	0	1 (7.1%)	1 (7.7%)
Financial Services:			
First Aid Cases	0	0	7 (16.3%)
Recordable Cases	0	0	5 (38.5%)
Human Resources:			
First Aid Cases	2 (3.5%)	0	1 (2.3%)
Recordable Cases	3 (21.4%)	0	0
Operations:			
First Aid Cases	2 (3.5%)	0	0
Recordable Cases	0	0	0
Administrative Services:			
First Aid Cases	50 (87.7%)	57 (96.6%)	31 (72.1%)
Recordable Cases	11 (78.6%)	13 (92.9%)	7 (53.8%)
Totals:			
First Aid Cases	57	59	43
Recordable Cases	14	14	13
Combined Cases	71	73	56

The bulk (> 70%) of all Supervisor Accident Analysis Reports (SAARs) generated from employee visits to Health Services, whether first aid or recordable cases, were generated from employees working in ASD. Most cases occurred to matrixed employees, which is the nature of the work assignments for ASD employees.

There are some positive trends worth noting that has occurred over the past three years: although the number of recordable cases remained constant within the Directorate, ASD's contribution is declining. There also has been a significant downward trend in the number of first aid cases, in addition to the severity of the recordable cases. The numbers of accidents that have resulted in lost workday cases (and resultant number of lost work days) and the number of accidents involving solely work restrictions or modified duty (and days on restricted/modified duty) have diminished.

Performance Period	# Lost Workday Cases	# Lost Work Days	# Modified Duty/Restricted Work Only Cases	# Modified Duty/Restricted Work Days
7/1/98 – 6/30/99	9	317	0	81
7/1/99 –6/30/00	3	15	1	72
7/1/00 – 6/30/01	0	0	2	9

3.0 IFA Results and Recommendations

Noteworthy practices/initiatives, findings, recommended corrective actions resulting from site visits are summarized below and itemized in Appendix A. In general, spaces were well maintained, indicating strong commitment to ES&H by management and staff, as well as the effectiveness of the Directorate's self-assessment program. The at-a-glance performance ratings also support this conclusion. The only variability occurred in the area of occupational work injuries and illnesses, where there has been an uptick in the number of recordable cases.

Noteworthy Practices/Initiatives

- Top management commitment is visible and communicated and constructive progress is being made to integrate safety into work activities in a comprehensive manner.
- Annual Self-Assessment program has been consistently meeting virtually all performance expectations.
- Resources have been committed to support the ESH function by hiring a fulltime safety coordinator, as well as equipping offices with ergonomic furniture and accessories.

- Management reviews ISM Plan annually, and an effort was undertaken that resulted in the development of a tailored ASD safety plan (largest unit in the Directorate).
- Triennial (Directorate/Ops) to biennial (ASD) cycle has been established for completing ergonomic evaluations for all employees.
- Customized training initiatives were developed (ASD Tutorials) to enhance office safety and ergonomics awareness.
- The host divisions/departments are conscientious about the safety of matrixed employees occupying and working within their assigned office spaces. Matrixed employees' workspaces are inspected annually through their respective Self-Assessment programs; workplace hazards and any safety issues are typically handled in a timely manner. Safety efforts by the host organizations to provide a safe physical working environment for the Directorate's matrixed employees have been effective.
- □ Line managers are responsive to employee safety needs by equipping offices for safety and proper ergonomics.
- □ Effectively managing recordable cases: none of them resulting in days away from work or restricted/modified duty.
- ASD efforts in developing safety plan, safety assurance letter from line managers, ASD tutorials.
- Setting up an accident review board to examine ASD injuries and illnesses on a quarterly basis will help open the dialogue between management, line supervisors and employees.
- □ ASD reduction in first aid (down 45.6% from 2000) and DOE Recordables (down 46.1%) cases.
- Although there has been an uptick in the frequency of recordable employee injuries and illnesses, there have not been any cases resulting in lost time or restricted/modified work.
- Financial Services Department management has recognized the need to address the sudden uptick in first aid and recordable injuries/illnesses and has taken the initiative to consult with the EH&S Division for strategies to manage and drive down this sudden caseload.

Recommendations for Continuous Improvement

Financial Services Department's (FSD) sudden surge in first aid and recordable cases needs to be examined and accident prevention strategies identified and implemented. A meeting was held between EH&S Liaison, ASD Safety Coordinator, FSD senior managers and FSD safety representatives on August 6, 2001 to discuss strategies to address worker safety and injury/illness trends. Three immediate action items are being implemented:

- An e-mail to all FSD employees from the CFO to reinforce the need to work safely, communicate any safety/ergonomic concerns and discomfort to supervisors in a timely manner, and solicit volunteers to become trained ergonomic evaluators.
- Conduct an Ergonomics Awareness training session for FSD managers and supervisors, with eventual rollout refresher training to all staff.
- Offer follow-up ergonomic evaluations for interested/concerned employees.
- Need to implement a centralized system to electronically input and monitor self-assessment findings that require corrective actions. The current practice to have hardcopies kept by safety representatives and/or Safety Coordinator makes data review, analysis and tracking manually intensive.
- An institutional policy on handling safety of matrixed employees should be considered between "Host Division" and "Home Organizations" to clarify roles and responsibilities for assuring work place safety of matrixed employees.
- At risk ergonomics behaviors continue to be observed even after training and furniture/accessories are acquired and installed. Supervisors need to remind and reinforce safe ergonomic practices.
- Manager and supervisor training in ergonomics awareness and EH&S essentials (SAAR investigations, Office Safety, ISM Roles and Responsibilities, etc.) would help strengthen understanding and implementation of safety.
- □ Launching a pilot "Office Behavior-based Accident Prevention (OBAP) program and wellness initiatives would position its safety in a prevention mode. Such proactive efforts would help reinforce consistent safe work practices, especially office ergonomics, and improve the quality of work life.
- An ASD policy should be considered with regards to portability of ergonomic chairs and other accessories for flywheel personnel. Given the nature of the work, once these employees complete their short-term assignments they are physically moved to another office location for their next job. There is no guarantee the next office will be ergonomically equipped for them.
- □ The Safety Coordinator needs to populate the HEAR database to maintain a current inventory of hazards.

c: Sally Benson Ross Fisher Sharllen Lee Anil More Otis Wong

APPENDIX Field Appraisal Schedule and Venues - 2001

Date	Description - Location	POC	Comment(s)
07/10/01	ASD Matrixed – Genomics 100-0106 100-0108 100-0108C 400-0403	Sarah Wenning James Thiel Mary DiFranco	
08/09/01 08/09/01	1-0363 1-0459 55-0105 55-0157 55-0161 64-0120 64-0205 70A-1118 74-0105 74-0159C 74-3104 83-0101 84-0142 84-0242 84-0320A 84-0320B 84-0322 84-0338 90-1078A 941-0105 941-0120 941-0121 941-0125 941-0129 941-0135 941-0135 941-0137 941-0138 941-0138 941-0139 941-0163 941-0163 941-0167 941-0169 941-0173	Mary DiFranco Tony Linard Rebecca Rishell	 □ All offices and cubicles are ergonomically equipped. □ 74-159: secure fluorescent light diffuser cover (Work Request in progress). Seismically secure fax machine on worktable outside entry into ASD office cubicle. Install seismic lip for overhead open office shelf. □ 84-142: storage under office/computer desk prohibits "duck and cover" protection; need to rearrange. □ 84-322: employee just moved into office space and should have an ergonomic evaluation performed. □ 941: ventilation noise is at a nuisance/distracting sound level. Options need to be identified to reduce this noise level [Rob Connelly is working with Facilities to resolve].
	ASD Matrixed – Physical Biosciences	Mary DiFranco Jeffrey Pelton Vangie Peterson	□ 3-121: employee needs some ergonomic accessories: hands-free

08/09/01 08/09/01 08/09/01	3-0121 3-0126 3-0130 6-2145 3A-0402A 3A-0402C 75E-0102 941-0163	Jan Stultz D'Arcy Sally Areceneaux Gail Mosley	telephone headset and a "Gold Touch" ergonomic keyboard without the numeric key pads to enable pointing device to be positioned closer to neutral position and normal range of motion.
08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01 08/06/01	ASD Matrixed – Computing Sciences, NERSC & ITSD 4-0102E 46-0139 50-4032A 50A-2121 50A-3117 50B-2215L 50B-2239 50B-3238 50B-4218A 50B-4218C 50B-4230A 50B-4230B 50B-4230C 50B-4235 50B-4235 50B-4235 50B-4238 50D-3406 50E-1509 50F-1630 51-0208H 51-0208K 937-0716 943-0224	Cheri Lawrence Martin Dooly William Iles	Proactive practice of purchasing new computer systems with flat panel LCD monitors – energy savings and ergonomic benefits. All offices and cubicles are ergonomically equipped 50B-4218A: install seismic restraints (chains or bungee cords) across bookcase shelves; organize heavy binders on overhead shelf to fit behind seismic lip; empty cardboard boxes/clutter need to be removed. 50B-4230B: secure freestanding fan on top of lateral file cabinet with "quake grip (Velcro) product for seismic safety. 51-208J: brace file cabinet for seismic safety 51-208K: evaluate keyboard platform tilt/angle to assure it is not causing wrist extension; brace bookcase and install seismic restraints (chains or bungee cord across shelving)
08/07/01 08/07/01	ASD Matrixed – AFRD 5-0117 46-0172A 47-0112C 47-0112D 47-0112E 50-4050A 71-0215	John Freeman Othon Monteiro Pat Thomas	All offices are ergonomically equipped; general office safety addressed. 71-268: freestanding potted plants and heavy binders are placed overhead and on top of a partition-mounted storage

08/07/01 08/07/01 08/07/01 08/07/01 08/07/01	71-0221 71-0227 71-0268 71F-0101 71F-0103		cabinet, creating a potential seismic hazard. Relocate binders and use "quake grip" (Velcro) to secure potted plants.
08/06/01 08/06/01 08/06/01 08/06/01	ASD Matrixed – Nuclear Sciences 50-4037F 50-4051 50A-2134A 71-0270 88-0105	John Freemen Gordon Wozniak Kathie Hardy Joy Kono	All offices and cubicles are ergonomically equipped 50-4051: replace dilapidated chair mat to enable employee to smoothly roll between computer and desk surfaces.
08/07/01 08/07/01 08/07/01	ASD Matrixed – General Sciences Overhead Personnel 50-4037E 50-4059 50-5006 50-6026 50B-2215K 71-0270 71K-0102 71K-0103	John Freeman Kathie Hardy Joy Kono	All offices and cubicles are ergonomically equipped 71-270: dangling light diffuser observed over the employee's work desk (corrected on-the-spot by remounting onto frame).
08/08/01 08/08/01 08/08/01 08/08/01 08/08/01 08/08/01 08/08/01	50-4050B 50-5006A 50-6000B 50-6026 50-6060 50-6062 50A-5104	John Freeman Kathie Hardy	All offices and cubicles are ergonomically equipped. Adequate storage space a challenge for many work areas, causing placement of materials under the work desk. This reduces potential for "duck and cover" protection. Housekeeping needs a closer look. Examples found in 50-4050B and 50-5006A & 50-6026. 50-4037J: secure freestanding fan on top of storage cabinet by using "Quake Grip" (Velcro) strips. 50-6026: Diffuser cover over fluorescent light fixture is missing and needs to be replaced.

	ASD Matrixed – ALS		A11 (C
07/13/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01	2-0400 6-2100 6-2145 6-2212A 6-2212D 6-2212E 6-2212G 6-2212H 80-0224 80-0237 80-0241	Nancy Padgett Barbara Phillips Georgeanna Perdue	All offices and cubicles are ergonomically equipped. Excellent example of workstation adjustability is found in 6-2212C. 6-2145: Employees are occupying an office suite that was converted from a Supply Room 3 years ago. New Steelcase furniture has been installed and occupancy will grow to 4 employees. An indoor air quality (IAQ) issue exists that Jack Salazar identified as inadequate air changes. PBD management is working with Facilities to fund project for improving the ventilation supply (HVAC) system to the room. Need to monitor to assure timely closure of IAQ issue.
08/10/01 08/10/01 08/10/01 08/10/01	ASD Matrixed – Chemical Sciences 70A-1150 70A-3307B 70A-3307C 70A-3307D 70A-3307E	Nancy Padgett Nahid Mahani Angela Gill	70A-3307 Suite: seismically secure freestanding lateral file cabinet adjacent to 3307D. Install seismic restraint ("quake grip/Velcro strips) to base of fax machine and color printer between 3307C & 3307D. Install seismic lip across top surface of the lateral file cabinet in 3307C and overhead storage cabinet in 3307D. 70A-3307E: ergonomic mismatch between employee and workstation. Need to lower work surface to a compatible working height. Chair mat is needed to facilitate movement between PC and work desk areas. 70A-3307C: seismically restrain ("quake grip/Velcro strips) potted plant stored overhead on top of storage cabinet.

08/10/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01 08/10/01	ASD Matrixed – Earth Sciences 90-1086 90-1089 90-1094 90-1106 90-1159 90-1078A 90-1086 90-1090 90-1095 90-1112 70A-3317A	Nancy Padgett Larry McLouth Linda Wuy Carol Taliaferro	All offices and cubicles are ergonomically equipped.
08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01	70-0109C 90-1142A 90-1142E 90-1142G 90-2056 90-3026B 90-3026E 90-3029A 90-3029C 90-3038B 90-3038C 90-3058K 90-3111A 90-3111B 90-3111D 90-3111J 90-316B 90-4046A 90-4126E 90-4128D 90-4128D 90-4128H 90-4131E	Nancy Padgett Guy Kelley Garth Burns	90-3037A: electrical flex conduit installed at base of this cubicle partition needs to be relocated and reinstalled in manner that provides adequate support/protection. 90-3038: three (3) 72" tall freestanding bookcases need to be seismically anchored to the wall. 90-3038B: freestanding bookcase needs to be seismically anchored. 90-3038 Corridor: two (2) cover plates on the carpet surface are loose and the screws need to be tightened. 90-3136: improper electrical cube tap was found in use in an outlet and connected to an oscillating fan. Cube tap was removed. 90-3111J: seismic lips are needed along open shelves above employees work area.
	ASD Matrixed – Material Sciences 2018 2-0211 2-0446 11-D064	Anil More Susan Waters Joel Ager Carmen Ross	66-206: a new employee is in need of an ergonomic workstation evaluation; also, an ergonomic chair with appropriate seat pan depth is needed.

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08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01	19A-0363 62-0241 66-0206 66-0236 66-0237 66-0239 66-0240 66-0245 66-0248 66-0249 66-0250 66-0250D 66-0426 66-0442 72-0131		66-223: a shelf that is installed to right of entrance to the office is a potential impact hazard to the head and should either be padded or relocated. Employee may need to replace her existing ergonomic chair with one that has less seat pan depth (employee was observed sitting on front edge without lumbar support). 66-240: an employee is
			experiencing some musculoskeletal discomfort, which can be mitigated by lowering work surface to a more compatible working height.
			66-247: dilapidated and unsafe electrical extension cord (connected to multiple plug outlet) in the Supply Room was in unsafe condition and was removed, rendered nonfunctional and discarded. There is also an improper two-wire (nongrounded) extension cord was found in use (daisy chained connection between hand-held shop vac and multiple plug outlet strip) and this was removed from service by the Electrical Safety Engineer.
			66-247 (Maria's Cubicle): a dilapidated chair mat needs to be replaced – cracked and splintered condition.
			66-247: a freestanding mail distribution cabinet located along an egress path (outside 248 & 249) should be seismically braced.
			66-0238: wrist rest should be provided for employee's keyboard to eliminate wrists and palms resting on

			the hard front edge of the desk surface.
08/10/01 08/10/01	ASD Matrixed – EH&S 14-0116 14-0134B 14-0134D 26-0035 26-0103 26-0143 48-0116 51-0200 51-0200K 65-0020 65-0113 75-0109 75B-0107 75B-0124 85-0203A 85B-0106 85B-0135 90-0016B 90-0016C 90-0016D 90-0018F 90-0026B 90-0026C 90-0026D 90-1140C 90-1140C 90-1140E 90G-0115	Carla Garbis John Chernowski Edith Perry	□ All offices and cubicles are ergonomically equipped. □ 90-1121A: New employee received on-the spot ergonomics review, awareness training and adjustments to chair to provide proper support.
08/08/01 08/08/01 08/08/01 08/08/01 08/08/01 08/08/01 08/08/01 08/08/01	ASD Matrixed – Engineering 46A-0150 46A-0206 46A-1122 46A-1127 46A-1133 46A-1136 46A-1140 46B-0101 46B-0105 50A-6134 70A-3363E	Anil More Weyland Wong Barbara Davis Kam Tung	 All offices and cubicles are ergonomically equipped. 46A-1122: secure freestanding items stored on above work area with "Quake Grip" (Velcro) for seismic safety. 46A-1136: Provide replacement chair mat. 46B-101: Remove unsafe 4-legged desk chairs from use; repair carpet seam. 46B-105: Ergonomic reevaluation is needed. Employee experiencing wrist, shoulder and neck

			discomfort. Considering lowering work surface and determining the feasibility of automated phone dialing for employee's telephone.
08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01 08/07/01	ASD Matrixed – Facilities 69-0150 69-0203 69-0209 69-0213 69-0219 69-0240 76-0115 76-0123 76-0123B 76-0123D 76-0202M 76-0222 76-0222A 76-0222F 76-0233A 76K-0101 76K-0103 90H-0107 90H-0107 90H-0125 90K-0101 90K-0103 90K-0111	Anil More Bill Birbeck	dialing for employee's telephone. All offices and cubicles are ergonomically equipped. 69 Suite of Cubicles: seismic restraints are needed for bookcase and cabinet shelving throughout each cubicle. 69-209: Chair mat is needed. 69-229: Electrical panel is blocked by desk and does not have proper access clearance. Abated on 8/10/01. Electrical cords were observed improperly "daisy chained" together and needs to be replaced with a multiple outlet strip. 76-123 (WRC): carpet tape needs to be installed along a frayed seam to eliminate a potential a trip hazard. 76K Trailer: a concrete berm and tapered asphalt edge located in front of the trailer's entrance should be highlighted to minimize potential trip hazard. Berm highlighted/painted yellow by Paint Shop on 08/10/01. 76K-101 & 103: a chair and cardboard boxes obstruct safe and rapid egress from the office cubicles. These items need to be removed or
			relocated away from exit ways. Storage of papers and binders on top of the overhead cabinets need securing with seismic lips or have the freestanding items removed.

	HR Center – LSD/PBD/GD			
08/09/01 08/09/01 08/09/01 08/09/01 08/09/01 08/09/01	941-0106 941-0111 941-0112 941-0113 941-0114 941-0115 941-0116 100-0107	Nancy Talcott		All offices and cubicles are ergonomically equipped.
08/10/01 08/10/01 08/10/01 08/10/01	90-1121A 90-1121B 90-1125 90-1127	Sherri Harding		All offices and cubicles are ergonomically equipped.
08/06/01 08/06/01 08/06/01 08/06/01	HR Center – Computing Sciences 50B-3217 50B-3218 50B-4215 50B-4236	Chris Diesch		All offices and cubicles are ergonomically equipped.
07/05/01 07/05/01 07/05/01 07/05/01 07/05/01	HR Center – Gen Sci/Lab Directorate 50-4037C 50-4037D 50-4037G 50-4037J 50-4037K	Colette Gooch		All offices and cubicles are ergonomically equipped.
08/07/01 08/07/01 08/07/01	HR Center – CSD & MSD 66-0223 66-0242 66-0243	Ann Lawhead	٠	66-223: Consider more compatible ergonomic chair; seat pan depth on current chair is deep, causing employee to sit at front edge. Protect wall shelf from being a bump hazard to the head.
06/27/01 06/27/01 08/08/01 08/08/01 08/08/01	HR Center –Resources/OPS 937-0506 937-0508 46A-1120 46A-1132 46-0204	Karen Ramorino		All offices and cubicles are ergonomically equipped.

08/07/01 69-0229	08/07/01	01 69-0227	
Electrical panel i blocked by desk and does not have proper access clearance. Clearance	08/07/01	01 69-0229	Electrical panel is blocked by desk and does not have proper access clearance.